

## Guidelines and Agreement for Individual, Group and/or Organizations

### Exhibiting in the Cantwell Community Room

**Saranac Lake Free Library, 109 Main St., Saranac Lake NY 12983**

*Enclosed are two copies of agreement. Sign one and mail it back in and keep the other. Calendar also enclosed.*

Gallery Coordinator/Contact: Nadia Korths, 12 Prescott Place, Saranac Lake NY 12983. 518.891.1632 email: korths@northnet.org. Responsible for arranging and booking exhibits, creating annual calendar, hanging community show/s and offering assistance, when needed, to individual, group and/or organization. The Library announces show information in their monthly Adirondack Daily Enterprise Library Notes.

A nominal fee of 15% will be charged for works sold during the show, payable within 30 days of show's closing, from those whose work is sold during the show. Please identify as art show contribution. The Cantwell Community Room is a multi-use room open to the public. It is not continually supervised by library staff or volunteers. The Library, its Board, staff, volunteers, and gallery coordinator assume no responsibility for the safety of works hung.

Show Name: \_\_\_\_\_

*(Unless you change what is written above, this is the title that will be used for the annual Art Exhibit Calendar.)*

Put-up Date: \_\_\_\_\_ Opening Date: \_\_\_\_\_

Refer to 2006 Art Exhibit - Artist Schedule Sheet enclosed for the dates above and below.

Closing Date: \_\_\_\_\_ Take-Down Date: \_\_\_\_\_

Person/s or organizations/s (hereafter "artist") showing works have the following responsibilities. The minimum you must do is hang and take down your show and label each of the pieces.

\_\_\_\_\_ **1. Book your put-up, reception (more below) and take-down hours to guarantee room availability.** Reserve your hours at the main desk by asking for the Cantwell Community Calendar book and list your name, show name and phone number on date/s. The room is frequently reserved for non profit and small group meetings.

\_\_\_\_\_ Put-up                      \_\_\_\_\_ Reception                      \_\_\_\_\_ Take-down

\_\_\_\_\_ **2. Compose your press release and event listing (ie., for reception).**

\_\_\_\_\_ Submit a photo w/ press release of one of your works to the Adirondack Daily Enterprise and/or Press Republican

\_\_\_\_\_ Mail, fax, email or hand deliver press release, event listing and/or photo. Besides the two above, event listings can also go to WNBZ, Adelphia Cable, Lake Placid News, WIRD, and WSLU - NCPR.

\_\_\_\_\_ **3. The art show sign outside of library hangs year round.** If you wish to make your own, contact Nadia.

\_\_\_\_\_ **4. Hang show.**

\_\_\_\_\_ Bring all hanging materials and tools; nails (small as possible, thanks), hammer, glass cleaner, etc.

\_\_\_\_\_ Provide show labels: \_\_\_\_\_ name of piece, \_\_\_\_\_ medium/s used, \_\_\_\_\_ artist name (in group show), \_\_\_\_\_ date made.

Price can be listed on label and/or price list (typically only on price list).

\_\_\_\_\_ **5. Reception.** At discretion of artist. Notify Nadia if you are not going to have reception and/or during June - Sept., your reception is a different date than Third Thursday Gallery Walk

6. Other Items:

\_\_\_\_\_ Remember to book the room.

\_\_\_\_\_ Provide food, drink, plates, glasses, napkins, tablecloths, music, etc.

\_\_\_\_\_ Prepare room for reception and leave it as you found it.

\_\_\_\_\_ Send out invitations. \_\_\_\_\_ Contact Nadia for labels of 65 people who receive Community Show applications.

\_\_\_\_\_ 6. **Price list.** At discretion of artist.

\_\_\_\_\_ Bio. At discretion of artist.

\_\_\_\_\_ Sales/pricing. At discretion of artist. List your contact info. on your bio and/or price list so people can contact you.

**Agreement: I/we have read, understand, and accept the conditions and responsibilities above.**

\_\_\_\_\_

Primary Show Contact Date Phone Number

\_\_\_\_\_

Address City Zipcode

\_\_\_\_\_

Email If representing organization, name of organization